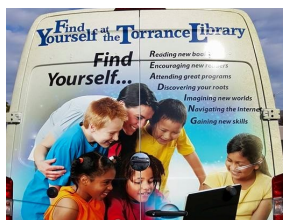


The City of Torrance invites applications for **LIBRARY TECHNICIAN**

\$19.76-\$25.20 per hour
(Up to 7.5% premium based on assignment)

The City of Torrance is seeking a customer service oriented Library Technician who is flexible, outgoing, creative, and has a passion for public libraries. The most successful candidate will be a dynamic individual who has experience working with a diverse public, a keen attention to detail, and the ability to exercise independent judgment.

Come serve the community of Torrance as they live, learn, work, and play in a City supportive of youth, seniors, families, and education.



QUALIFICATIONS

Minimum Requirements:

Any combination of education and experience that provides the required knowledge and skills is qualifying:

Bachelor's degree; or Associates degree or equivalent and two (2) years of experience in a library environment; or Library Support Staff Certificate and two (2) years of experience in a library environment; or High School graduation and four (4) years of experience in a library environment.

Ideal Candidate:

In addition to the above, the most successful candidate will:

- Have great customer service skills;
- Effectively deal with a diverse public;
- Be flexible and adaptable;
- Have an impeccable attention to detail;
- Use good judgment;
- Be adaptable to various situations;
- Work as a team player.

SPECIAL NOTES

This position requires availability for evening and weekend shifts.

As a condition of employment, candidates must pass a background check and a pre-employment medical examination.

The provisions of this announcement do not constitute an expressed or implied contract and any provisions contained in this announcement may be modified or revoked without notice.

BENEFITS

- Employees receive retirement benefits through the California Public Employees Retirement System (CalPERS). Employees hired after January 1, 2013, that are new to CalPERS, or are returning members with a break in service greater than six months, will be enrolled in the formula 2% at 62 retirement plan which is funded through contribution from both employer and employee. Employee contributes 6.75% on a pre-tax basis.
- Deferred Compensation Plan. Employees currently contribute 6.2% toward Social Security and 1.45% toward Medicare.
- Excellent Health, Dental, Vision plans, and Life Insurance.
- Flexible spending which provides tax free options for medical, dental and childcare expenses.
- Thirteen Paid Holidays.
- Tuition Reimbursement Program.

HOW TO APPLY

Interested candidates must submit an online application, at www.TorranceCA.Gov/Jobs/. The application filing period opens **Tuesday, December 1, 2015 at 7:30 a.m.** and is open until filled, the first review of applications will be those received by **Monday, January 4, 2016 at 5:30 p.m.**

Only those candidates who best meet the City's needs will be invited to participate in the testing process, which will consist of the following components:

Written: 60% **Oral:** 40% **Performance:** Qualifying

Applicants with disabilities who require special testing arrangements **must** contact Human Resources **prior** to the final filing date.



JC15121182 KF

Human Resources • 3231 Torrance Blvd. • Torrance, CA 90503
Phone: 310.618.2915 • Fax: 310.618.2995 • E-mail: JobInfo@TorranceCA.Gov

